Promoting Teamwork and Collaboration

Instructional Unit

Facilitator Guide

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Exercise: Are You a Team Player?

Do you wonder if you are a good team player? Complete the self-assessment in the following exercise to get an idea.

Read each of the statements below, and then select the response that best suits you.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
1. I can get work done faster if I just do it myself.	(1)	(2)	(3)	(4)	(5)
2. Work completed as a team always comes out better than work completed individually.	(5)	(4)	(3)	(2)	(1)
3. Usually one or two people on a team do all the work while everyone else slacks off.	(1)	(2)	(3)	(4)	(5)
4. I feel like my work suffers when I am on team.	(1)	(2)	(3)	(4)	(5)
5. I enjoy hearing other ideas when working on a team.	(5)	(4)	(3)	(2)	(1)
6. I am more creative when I work with a team.	(5)	(4)	(3)	(2)	(1)
7. It always takes twice as long to complete a project when working on a team.	(1)	(2)	(3)	(4)	(5)
8. I have always had positive experiences when working on a team.	(5)	(4)	(3)	(2)	(1)
9. I enjoy working on team projects.	(5)	(4)	(3)	(2)	(1)
10. Working on teams is over-rated.	(1)	(2)	(3)	(4)	(5)

Exercise: Encircle Yourself with Descriptors
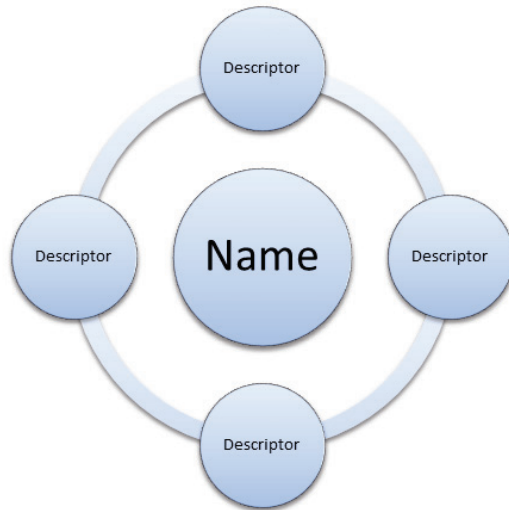
Write your name in the center circle in the illustration above. In each of the smaller circles, write a descriptor or word that defines who you are. This can include words such as African American, assertive, shy, smart, athlete, etc. When you are finished, read and respond to the statements below.

1. Describe a time you were especially proud to identify with one of the descriptors you used above.

_____

2. Describe a time that it was especially hurtful to be identified with one of your identifiers or descriptors.

_____

3. Think of a stereotype associated with one of the groups with which you identify that is not consistent with whom you are. Fill in the following sentence:

I am ____(Jewish)___ but I am NOT ____(cheap)____ .

I am ____(blonde)___ but I am NOT ____(dumb)____ .

Debrief

This activity demonstrates the multiple dimensions of our identities. It provides an opportunity for students to recognize and overcome the social labels that have been put on them and the labels they put on others. Ask students to pick a partner to discuss their answers then have each team of students report about the discussion.

Exercise: Set a Team SMART Goal

As a group, write a team SMART goal that has all the components necessary (specific, measurable, attainable, realistic, time-bound). Consider what tasks it will take to successfully achieve your team SMART goal, then agree to assign team members lead responsibility for each task. Ensure that everyone on the team has responsibility for at least one task, and then assign realistic dates to accomplish each task to achieve your goal.

Team SMART Goal:

Create an effective recycling program in our school.

Task	Who is Responsible?	Deadline
Start a campaign using the school newspaper and TV station.	Taylor	2 weeks
Contact the city to provide recycling containers for the school.	Danny	1 week
Get the principal to create a public service announcement (PSA) and endorse the recycling program.	Janiqua	2 weeks
Recruit students to help with the program including setting up and emptying containers.	Antonio	1 week
Get students to vote on how to spend the money earned from the recycling program.	Zoe	3 weeks

Debrief

Tell students that SMART goals are much more likely to be achieved than ones that are not SMART. Ask each group what would happen if any one person on the team did not fulfill his or her respective task.

Conclusion

Teamwork and collaboration can benefit an organization by providing greater efficiency and productivity. Setting individual and team SMART goals further increases your chances of success no matter what you need to accomplish. Finally, diversity helps bring new perspectives to an organization, and respecting and even celebrating individual differences leads to a healthy work environment.

As with everything in life, there are benefits and challenges with teamwork and collaboration. By having effective personal and organizational leadership, we can overcome these challenges and reap the benefits of successful teamwork and collaboration.

Let's move on to test what you've learned, and then you will have an opportunity to apply your knowledge.

Leadership Style

Leadership is something that can be learned, and it is not tied to a title. Everyone has the ability to improve his or her leadership capabilities. Read the table below, think about your own leadership preferences, and then complete the factors and action plan table at the bottom of the page.

Task-Oriented	Balanced	People-Oriented
• The task is most important. • Do it my way. • I'll show and tell you what I want. • I know what is best. • It is my way or the highway.	Make a decision after considering the effect of: • experience • information • time	• People should be happy at work. • What do you want to do? • Do what you think will work best. • Anything is okay with me.
Goal: To get the job done the way the leader wants it done	Goal: To get the job done and take care of people at the same time	Goal: To keep the people happy and hope that the job gets done

Based on your own leadership preferences, what will you consider when choosing your leadership style? What actions can you take to minimize any negative tendencies and maximize your leadership? An example is provided to help you get started.

Factors Affecting Your Style	Action You Plan to Take
Example: Wanting to do it myself	Take time necessary to train employees so I can delegate work to them rather than doing it all myself.

Note to teachers: this is a self-assessment, so there are no wrong answers, but ensure that the formative assessment is complete and that the actions match the factors in the above table.

Team Member 2 Tasks:

- Develop marketing strategy.

- Collaborate with team members.

Team Member 3 Tasks:

- Develop product design.

- Collaborate with team members.

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Team Member 4 Tasks:

- Develop product logo.

- Collaborate with team members.

Team Member 5 Tasks:

- Develop product slogan.

- Collaborate with team members.

4. Set goals for the project as a team.

Goal	Action	Deadline
1	Develop product design	10 minutes after start time
2	Develop product logo	30 minutes after start time
3	Develop product slogan	50 minutes after start time
4	Develop marketing strategy	60 minutes after start time
5		
6		

5. Product Logo: